

Work

CAREER ENHANCEMENT



WAUBONSEE
COMMUNITY COLLEGE

**CREATE
YOUR
FUTURE!**

*Develop Your Potential
Enhance Your Skills
Take Charge of Your Career*

HEALTHCARE

Breathe new life into your career goals
Check out our programs in Health Care
See page 34.

MANUFACTURING

Enhance your career with CAM programming
or refresh your basics with a Shop Math course.
See page 40.

WORKFORCE DEVELOPMENT

SUMMER 2017

www.waubonsee.edu/workforcedev

WORKFORCE DEVELOPMENT



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For registration hours and information visit: www.waubonsee.edu/enroll

Looking for classes designed to enrich your quality of life?

Flip this book over and browse the offerings of the college's Community Education Division. Classes are offered in such topics as Art, Cooking, Fitness and Music. There are also special events such as lectures and shows, as well as day trips and extended tours.

WORKFORCE DEVELOPMENT OFFERINGS

Workforce Development offers short, skill-based courses for job seekers, career changers and professionals. Our courses are led by practitioners, and our class sizes are small for an optimal learning experience with lots of time for questions and answers.

WHICH COURSE IS BEST FOR ME?

We have a variety of courses to meet your needs, both online and face to face. Our courses are offered at all campus locations, days, nights and weekends.

DATABASE

Access Level 1

Learn the basics of a database using Access. Topics covered include: how to develop new databases, building tables using table wizards and design view, modifying a table's structure, navigating within a table, sorting on multiple fields using filters, using a form for data entry, creating and modifying basic select queries, and creating reports using AutoReport and Report Wizard. Prereq: Ability to type and basic knowledge of Windows. Fee includes: materials.

CLASS FEE: \$185 * MAJOR CODE: VS25

DBS005.820 (30657) 9:15am- 12:15pm Sa DWNTN243 Bonn
Class meets on May 20, June 3, and June 17.

DBS005.001 (30649) 8:00am- 4:30pm M APC145 Backes
Meets on: June 26

Access Level 2

Enhance your Access skills in this class. The topics to be covered in Access Level 2 include managing tables - column size, defining data entry properties with validation and default values, controlling data integrity with AutoCorrect, and understanding table relationships; building/modifying forms - creating forms in design view and calculated controls; modifying forms layout working with select queries; viewing query properties and using basic macros. Prereq: Completion of Access Level 1 or equivalent experience. Fee includes: materials.

CLASS FEE: \$185 * MAJOR CODE: VS25

3DBS006.001 (30650) 8:00am- 4:30pm M APC145A Backes
Meets on: July 10

Access Level 3

Learn the data manipulation features of the Access software. Work with the following features: manipulating and displaying report and form data, using complex expressions in reports/forms, adding a chart to a report/form, exchanging data embedding and linking, importing data and using the Web capabilities of Access. Prereq: Completion of Access Level 2 or equivalent experience. Fee includes: materials.

CLASS FEE: \$185 * MAJOR CODE: VS25

DBS007.007 (30651) 8:00am-4:30pm M APC145A Backes
Meets on: July 17

GRAPHIC DESIGN

Beginning Adobe InDesign

Explore the InDesign workspace, preferences, panels and guides. Learn the essential page layout skills used to design and create professional print or web publications. Learn how to use tools that will allow you to easily position text, objects and graphics. Prereq: Basic familiarity with Windows and desktop publishing. Fee includes: materials.

CLASS FEE: \$259

DSK901.600 (30670) 6:15pm- 9:00pm W HCC107 Davis

Meets between: June 7-June 28

This class is scheduled in a MAC lab.



TOP 10 ONLINE OPTIONS!

Below are the 10 most popular online courses taken across the United States last fall with educational partner, Ed2go. Each course presents 12 lessons and activities.

- Accounting Fundamentals
- Grammar Refresher
- Introduction to Microsoft Excel 2013
- Medical Terminology: A Word Association Approach
- Introduction to SQL
- Speed Spanish
- Project Management Fundamentals
- A to Z Grant Writing
- Beginning Writer's Workshop
- Explore a Career in Medical Coding

More details can be found on p. 32 and at www.ed2go.com/waubonsee.

Beginning Photoshop

This class is an introduction to an image editing program. Learn essential navigational skills, select and modify pixels with various tools, work with layers so you can reposition elements and apply different effects throughout an image. Explore how you can create sophisticated typographical effects by combining type with photographic images to produce a unique typographical design. Note: Utilizes Adobe Photoshop Creative Suite. Prereq: Basic familiarity with Windows and desktop publishing. Fee includes: materials.

CLASS FEE: \$259 * MAJOR CODE: VS25

DSK009.820 (30672) 9:00am- 12:45pm Sa HCC107 Kelly

Meets between: June 3-June 17

This class is scheduled in a MAC lab.

NETWORK



Cisco CCNA Training Program

Gain the essential knowledge of switched LAN Emulation networks made up of Cisco® equipment. This 180-hour nationally recognized Cisco® CCNA® program will provide you with the knowledge to install, configure, and operate simple routed LANs and WANs and obtain Cisco® CCNA® certification training. The program covers Cisco® router configuration procedures, which will be mapped to exam objectives and prepare you for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams. Note: Log in instructions will be provided by email from Workforce Development after registration.

CLASS FEE: \$1,995

NTK934.920 (30586) TBA ONLINE Staff

Enroll between: May 15-Aug. 4

Note: Contact Workforce Development to register for this program; (630) 906-4152.

OFFICE SUITES

Introduction to Microsoft Office

This course provides an introductory overview to software that is widely used in a variety of work environments: Access, Excel, PowerPoint and Word. Learn basic skills in each of the applications: Access for database applications, Excel for spreadsheet usage, PowerPoint for presentations, and Word for word processing tasks. Also included is how to combine text, data, and graphics by sharing data between files created using these popular applications. Prereq: Basic familiarity with Windows.

CLASS FEE: \$425 * MAJOR CODE: VS25

OPS006.820 (30659) 9:00am- 12:00pm Sa DWNTN243 Gerding

Meets between: June 24-July 29

OPS006.001 (30653) 9:00am- 3:30pm F FOXVLY209 Backes

Meets between: July 14-July 28

PRESENTATION SOFTWARE

PowerPoint Complete

Make a point and increase the visual interest in your presentations using PowerPoint. Learn how to open existing presentations, move between slides, change views and create a presentation. Class will continue to build upon basic skills and make your presentations come alive to capture the attention of your audience by enhancing your charts, inserting illustrations, media clips and exploring many advanced features in this widely-used program. Prereq: Basic familiarity with Windows. Fee includes: materials.

CLASS FEE: \$265

MMC903.600 (30658) 6:00pm- 9:00pm MW APC145A Gerding

Class will not meet on May 29.

Meets between: May 22-June 5



ONLINE OPTIONS

Increase your programming knowledge. Topics include:

- SQL
- PHP and MySQL
- C#
- Python 3

More details can be found on p. 32 and at www.ed2go.com/waubonsee.

SPREADSHEET AND ACCOUNTING SOFTWARE

Excel Level 1

Participants in this class learn the basics of electronic spreadsheet creation. Topics include: screen and toolbar identification; working with new and existing workbooks; text and value entry; using simple formulas; navigating throughout a worksheet; inserting and deleting columns, rows, cells and named ranges; relative and mixed cell references and font adjustments to increase the readability of your spreadsheet.

Prereq: A basic knowledge of Windows. Fee includes: materials.

CLASS FEE: \$185 * MAJOR CODE: VS25

SPR005.600 (30654) 6:00pm- 9:00pm TTh DWNTN243 Bonn
Meets between: May 16-May 23

SPR005.002 (30665) 8:00am- 4:30pm F FOXVLY209 Backes
Meets on: June 2

SPR005.601 (30660) 6:00pm- 8:45pm Th PLANO121 Gerding
Meets between: June 15-June 29

SPR005.003 (30676) 12:30pm- 4:30pm W APC145A Staff
Meets between: June 28-July 5



ONLINE OPTIONS!

Learn the basics of money management.

- Accounting Fundamentals I and II
- Introduction to QuickBooks 2016
- Introduction to QuickBooks Online
- Performing Payroll in QuickBooks

More details can be found on p. 32 and at www.ed2go.com/waubonsee.



THERAPEUTIC RIDING INSTRUCTOR - INFORMATION SESSIONS

This information session explains the certification program beginning Fall 2017, and will highlight the various careers available.

Information Sessions at the Plano Campus:

- June 21, 2017, 8:00-9:30am (Wednesday)
- July 19, 2017, 8:00-9:30am (Wednesday)

Register Today!

Cost: Just \$29.00
Space is limited!

For information call: (630) 906-4152

ONLINE OPTIONS FOR TEACHERS!

Earn 24 hours of professional development from the convenience of your own home.



- Spanish in the Classroom
- Solving Classroom Discipline Problems
- Teaching Students with ADHD
- Response to Intervention: Reading Strategies that work

More details can be found on p.32 and at www.ed2go.com/waubonsee.



Excel Level 2

This seminar enhances the skills learned in Excel Level 1. Participants will be introduced to: workbook data management, table usage techniques including references for using formulas and data analysis. Students will also learn how to automate tasks, enhance charts, share files and incorporate Web information. Prereq: Completion of Excel Level 1 or equivalent experience. Fee includes: materials. CLASS FEE: \$185 * MAJOR CODE: VS25

SPR006.600	(30655)	6:00pm- 9:00pm	TTh	DWNTN243	Bonn
<i>Meets between: May 25-June 1</i>					
SPR006.002	(30663)	8:00am- 4:30pm	F	FOXVLY209	Backes
<i>Meets on: June 9</i>					
SPR006.601	(30661)	6:00pm- 8:45pm	Th	PLANO121	Gerding
<i>Meets between: July 6-July 20</i>					
SPR006.003	(30677)	12:30pm- 4:30pm	W	APC145A	Staff
<i>Meets between: July 12-July 19</i>					

Excel Level 3

Increase spreadsheet skills by learning advanced features of the software. Topics covered include working with lists; using basic analysis tools including scenarios and maps; working with pivot tables and database queries; and importing and exporting files. Prereq: Completion of Excel Level 2 or equivalent experience. Fee includes: materials.

CLASS FEE: \$185 * MAJOR CODE: VS25

SPR007.600	(30656)	6:00pm- 9:00pm	TTh	DWNTN243	Bonn
		and: 9:00am- 12:00pm	Sa	DWNTN243	Bonn
<i>Meets between: June 6-June 10</i>					
SPR007.002	(30664)	8:00am- 4:30pm	M	FOXVLY209	Backes
<i>Meets on: June 19</i>					
SPR902.001	(30678)	12:30pm- 4:30pm	W	APC145A	Staff
<i>Meets between: July 26-Aug. 2</i>					
3SPR902.600	(30662)	6:00pm- 8:45pm	Th	PLANO121	Gerding
<i>Meets between: July 27-Aug. 10</i>					

CONSTRUCTION

Home Inspection

This class will prepare you for the Illinois state certification exam which is required to do home inspections in Illinois. The course combines online learning with a hands-on classroom portion. The online learning component includes such topics as structure, exteriors, roofs, plumbing, electrical, heating, cooling, interiors, insulation and ventilation. In the classroom portion, you will learn how to conduct and document a standards-based high quality home inspection, as well as how to protect yourself from liability. You will perform actual inspections under the instructor's guidance. Note: In order to benefit from the hands-on classroom portion of this course, you should register several weeks in advance in order to complete your online studies prior to the class dates.

CLASS FEE: \$1,995

CST901.001	(30576)	8:00am- 5:00pm	MTWThF	WGL110	Staff
<i>Meets between: June 5-June 9</i>					

EDUCATORS

ACT WorkKeys Assessments for Paraprofessionals

Individuals will be tested in a paper-pencil format for all three subject areas required for obtaining an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. The Applied Mathematics, Reading for Information and Writing assessments will be administered. Note: All attendees must have a paid registration processed two days prior to the test date. Information about the licensure can be found at www.isbe.net/licensure/html/paraprofesional.htm. Fee includes: ACT WorkKeys Skill Report.

CLASS FEE: \$89

EDT950.001 (30572) 12:30pm- 4:45pm W DWNTN257 Norris
Meets on: June 7

ACT WorkKeys - Applied Mathematics Assessment

The WorkKeys Applied Mathematics test measures the skills people use when they apply mathematical reasoning and problem-solving techniques to work-related problems. Examinees will have 45 minutes to complete this paper-based test that is made up of 33 multiple-choice questions. While individuals may use calculators and conversion tables to help with the problems, students will still need to use math skills to think the problems through. Note: This section is for individuals needing to retake the Applied Mathematics assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. Individuals seeking a National Career Readiness Certificate may also enroll. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report.

CLASS FEE: \$29

EDT951.001 (30573) 12:30pm- 2:15pm W DWNTN257 Norris
Meets on: June 7

ACT WorkKeys - Writing Assessment

The WorkKeys writing test measures the skills individuals use when they write messages that relay workplace information between people. This test is administered by an audio device containing all directions and messages. Examinees are given 40 minutes to complete six responses in this paper-based assessment. Scoring is based on writing mechanics (sentence structure and grammar) and writing style. Note: This section is for individuals needing to retake the Writing assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report.

CLASS FEE: \$49

EDT952.001 (30575) 3:45pm- 4:45pm W DWNTN257 Norris
Meets on: June 7



Healthcare Practitioners—Add to Your Skill Set

In this competitive healthcare job market, an extra credential can make your resume stand out from the crowd. Our Phlebotomy Simplified for Healthcare Practitioners class provides basic competencies and hands-on experience in phlebotomy. See page 36.

ACT WorkKeys - Reading for Information Assessment

The WorkKeys Reading for Information test measures the skills people use when they read and use written text in order to do a job. The written texts include: memos, letters, directions, signs, notices, bulletins, policies and regulations. Examinees will have 45 minutes to complete this paper-based test that is made up of 33 multiple choice questions. The questions are based on reading passages that reflect workplace reading demands. Note: This section is for individuals needing to retake the Reading assessment as outlined by the requirements to obtain an Educator License with Stipulations: Endorsed as a Paraprofessional Educator. Individuals seeking a National Career Readiness Certificate may also enroll. More information about ACT WorkKeys can be found at www.act.org/workkeys/assess/. Fee includes: ACT WorkKeys Skill Report.

CLASS FEE: \$29

EDT953.001 (30574) 2:30pm- 3:30pm W DWNTN257 Norris
Meets on: June 7

Note: As of June 1, this assessment will be called: "ACT WorkKeys - Workplace Documents".

For **customized** or **on-site** delivery of these topics, contact Workforce Development at (630) 906-4152.

Unemployed and need financial assistance to begin a new career?

WIOA-approved training programs offer a solution.



The Workforce Innovation and Opportunity Act (WIOA) provides financial assistance for the unemployed to receive training in high-demand occupations. Illinois WorkNet Centers can provide information on these programs and help you reach your career, training, and employment goals.

Visit www.illinoisworknet.com for more information or stop by one of these locations:

Illinois WorkNet Center–North Aurora
2 Smoketree Plaza
North Aurora, IL 60542
(630) 844-6640 or (630) 264-6593 TTY

Illinois WorkNet Center–Kendall County
811 John Street
Yorkville, IL 60560
(630) 553-8303 or (800) 526-0844 TTY

Workforce Development has noncredit training programs that have been approved for funds from the Workforce Innovation Opportunity Act. (WIOA).

Internet-based learning options include:

- Certified Electronic Health Records Specialist p. 35
- Cisco CCNA Training p. 28
- Human Resources Professional p. 38
- Medical Billing and Coding p. 34,35
- Optician Certification p. 37

Classroom-based learning options include:

- EKG Technician Program p. 36
- Pharmacy Technician Program p. 37

If you have been approved for WIOA funds, please contact Workforce Development at (630) 906-4152 for registration instructions.



ONLINE INSTRUCTOR-LED CLASSES

**ONLINE LEARNING
 ANYTIME,
 ANYWHERE...
 JUST A CLICK AWAY!**



Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

Online courses that meet a variety of learning needs, time commitments, and budgets.

Each ed2go course comes equipped with a caring instructor, a discussion board and plenty of practical information you can put to immediate use.

LOOK throughout this schedule for the courses listed under ONLINE OPTIONS for a sample of classes available. Courses run for six weeks and start every month. Enroll today!

START DATES:

April 12
May 17
June 14
July 12



Register at: www.ed2go.com/waubonsee

FINANCE, TAXES AND INSURANCE

Accounting Basics for the Non-accountant

Have you suddenly become responsible for an accounting function - but you have no accounting background? In this class, you are introduced to the accounting cycle and all its components. Topics include: transactions, chart of accounts, the balance sheet, income statement, debits and credits, general journal, general ledger, adjusting and closing entries. Fee includes: materials.

CLASS FEE: \$159

ACC900.820 (30673) 8:30am-12:30pm Sa APC145C Dudkowski
Meets between: June 3-June 24

FOOD SERVICE AND SANITATION

Food Service Sanitation Manager Certification Exam Prep

Need to meet state requirements and have little or no experience in the food service industry? This two-day course offers content targeted to supervisory personnel in food service, provides key concepts in: controlling food borne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design, and facility construction. The course format also provides ample time to study at home and concludes with the administration of the ServSafe exam. Note: A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a 75% or higher, then paying a fee to The Illinois Department of Public Health (IDPH) for the certificate, which is valid for five years from the exam date. For more information visit: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc> The National Restaurant Association provides an ANSI-CFP Accredited Exam (ServSafe) that is recognized by the IDPH. For more information visit: <http://www.servsafe.com/regulatory-information/illinois-manager-regulatory-changes> Fee includes: ServSafe exam.

CLASS FEE: \$215

FSS906.920 (30577) TBA ONLINE Staff

Enroll between: May 15-Aug. 4

Note: Last day to register is August 4. Registration must be made no later than three weeks prior to a scheduled test date. Login instructions will be provided by Workforce Development.



ONLINE OPTIONS!

Many online courses offered by Ed2go are recognized by ALLEGRA Learning Solutions for **continuing nursing education** credit by the American Nurses Credentialing Center's Commission on Accreditation. Several Courses are also approved for **continuing education credit for diabetes educators** by the National Certification Board for Diabetes Educators (NCBDE). Class hours and fees vary.

- Integrative Mental Health
- Infectious Diseases & Infection Control
- Legal and Ethical Issues
- Violence Prevention and Awareness

More details can be found on p. 32 and at www.ed2go.com/waubonsee.



HAVE YOU APPLIED?

Workforce Solutions Scholarships provide a limited number of scholarships to qualified applicants taking career training programs from Workforce Development.

Visit the Workforce Solutions Scholarships page (www.waubonsee.edu/wfdsolutions) for more information.



Registered Nurses—Become Certified To Teach CNAs

Certified Nursing Assistants are in high demand and need training.

Licensed Registered Nurses can use their experience and knowledge to train as CNA Instructors through our five-day, state-approved Train-the-Trainer Course, held in our state-of-the-art facility and taught by our experienced instructors.

Check for upcoming class dates at: www.waubonsee.edu/cnattt.

Food Service Sanitation Manager Certification Exam Prep (1-day)

This eight hour course offers content targeted to supervisory personnel in food service, provides key concepts in: controlling food borne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design, and facility construction. The course finishes with the administration of the ServSafe exam. Note: A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a 75% or higher, then paying a fee to The Illinois Department of Public Health (IDPH) for the certificate, which is valid for five years from the exam date. For more information visit: <http://www.dph.illinois.gov/topics-services/food-safety/fssmc> The National Restaurant Association provides an ANSI-CFP Accredited Exam (ServSafe) that is recognized by the IDPH. For more information visit: <http://www.servsafe.com/regulatory-information/illinois-manager-regulatory-changes> Fee includes: Exam.

CLASS FEE: \$179

FSS907.001	(30590)	8:00am- 4:30pm	W	FOXVLY217	Brewster
<i>Meets on: June 7</i>					
FSS907.002	(30589)	8:00am- 4:30pm	W	DWNTN257	Brewster
<i>Meets on: July 12</i>					
FSS907.003	(30588)	8:00am- 4:30pm	W	DWNTN257	Brewster
<i>Meets on: Aug. 9</i>					

Food Service Sanitation Manager Certification Exam Prep (1-day) SPANISH Version

THIS COURSE IS PRESENTED ENTIRELY IN SPANISH. This eight hour course offers content targeted to supervisory personnel and those handling food in the food service industry. Provides key concepts in: controlling food borne illness regulations, safe food storage and handling, pest control, sanitizing procedures, equipment design and facility construction. The course finishes with administration of the of the ServSafe exam. A FSSMC is earned by completing an approved eight hour course with an Illinois approved instructor and passing a national exam accredited by the Conference for Food Protection (CFP) with a score of 75% or higher, then paying a fee to the Illinois Department of Public Health (IDPH) for the certificate, which is valid for 5 years. Fee includes: Exam.

CLASS FEE: \$179

FSS909.001 (30666) 8:00am- 4:30pm M DWNTN257 Paladines *Meets on: June 19*

HEALTH TOPICS: ALLIED HEALTH

WIOA Medical Billing and Coding Professional

Learn key skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures in this 80-hour billing and coding course. Essential concepts include: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS). Note: After obtaining the practical work experience (6 months to 2 years), individuals who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Fee includes: materials.

CLASS FEE: \$1,899

HCP906.600	(30571)	5:30pm- 8:00pm	TTh	FOXVLY218	Staff
	and:	8:30am- 4:30pm	Sa	FOXVLY218	Staff

Meets between May 16-Aug. 8

In addition to the Tuesday and Thursday sessions, this class will also meet on these Saturdays: June 24, July 15, and August 5. Class will not meet May 30 or July 4.

WIOA CBCS Medical Billing and Coding (Voucher Included)

Gain the entry-level training you need and enter this in-demand field as a medical coding specialist, certified coder, or medical billing associate. This 340-hour program follows a self-paced syllabus, includes a medical terminology unit and provides you with essential lessons to learn how to assign codes to diagnoses and procedures using the ICD-10, CPT and HCPCS Level II code books. Upon completion, participants will be eligible to register for the National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) certification examination. Fee includes: Materials and a CBCS Test Voucher.

CLASS FEE: \$1,995

HCP918.920	(30582)	TBA		ONLINE	Staff
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Enroll between: May 15-Aug. 4

Note: Contact Workforce Development to register for this program; (630) 906-4152.



CPC Medical Billing and Coding Program (Voucher Included)

Gain the entry-level training you need and enter this in-demand field as a medical coding specialist, certified coder, or medical billing associate. This 340-hour program follows a self-paced syllabus, includes a medical terminology unit and provides you with essential lessons to learn how to assign codes to diagnoses and procedures using the ICD-10, CPT and HCPCS Level II code books. Upon completion, participants will be eligible to register for the Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC). Note: Visit: www.careertraining.ed2go.com/waubonsee to review the program outline. Fee includes: Materials and a CPC test voucher. Log in instructions will be provided by email from Workforce Development after registration. CLASS FEE: \$2,495

HCP924.920 (30583) TBA ONLINE Staff
 Enroll between: May 15-Aug. 4

Note: Contact Workforce Development to register for this program; (630) 906-4152.



Certified Electronic Health Records Specialist

Build upon your healthcare experiences and knowledge of medical terminology and attain a nationally recognized certification from the National Healthcareer Association. This 134-hour program provides 14 comprehensive lessons that will enrich your know-how by covering the essential information stored in an electronic health record system. Discover the steps required to implement a system in a medical practice. Understand how staff members and patients interact with EHR systems and grasp the benefits these systems compared to traditional paper records. Guided hands-on practice using real EHR software and direct access to an expert facilitator that will be there with you every step of the way to provide clarification, support, and guidance are all included in this self-paced program. Upon completion, you will be prepared to take the Electronic Health Record Specialist Certification (CEHRS) exam. Enroll today and unlock the door into this growing career path. Note: Visit: www.careertraining.ed2go.com/waubonsee to review the program outline. Prereq: Healthcare experience and knowledge of medical terms, keyboarding, word-processing knowledge; English grammar, high school diploma or equivalent. Fee includes: Materials and exam cost. CLASS FEE: \$1,795

HCP951.920 (30584) TBA ONLINE Staff
 Enroll between: May 15-Aug. 4

Note: Contact Workforce Development to register for this program; (630) 906-4152.

For **customized** or **on-site** delivery of these topics, contact Workforce Development at (630) 906-4152.



ONLINE OPTIONS FROM ACT WORKKEYS PREPARE YOU FOR THE NATIONAL CAREER READINESS CERTIFICATE (NCRC)

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between May 15 and Aug 4
- Login details will be administered by Workforce Development
- Prereq: Access to an Internet browser
- Visit: www.act.org/certificate/about.html for more information about the NCRC

KEY TRAIN

Need to learn, practice and demonstrate the skills needed to succeed in your desired career? Improve your basic skills measured by the WorkKeys® assessments.

Units included:

- Introduction to KeyTrain
- Applied Mathematics
- Reading for Information
- Location Information
- Writing

Practice problems are similar to those on an actual WorkKeys assessment. Each area includes a pre-test and post-test.

Ticket number	(CRN)
WPS910.920	(30578)
Class Fee:.....	\$19

CAREER READY 101

Increase your chances for on-the-job success by grasping the essential soft skills used in today's workplace!

Courses included in this series:

- Interpersonal and Business Communication
- Problem Solving and Critical Thinking
- Working Productively in a Team
- Assisting Customers Effectively
- Developing Good Work Habits
- Workplace Discipline

Supports the NCRC Plus, building skills relevant to the ACT WorkKeys® Talent Assessment's indicators for teamwork, customer service, workplace discipline, and managerial potential.

Ticket number	(CRN)
WPS912.920	(30580)
Class Fee:.....	\$60

KEY TRAIN + CAREER READY 101

Improve both skill sets in the bundled option for refreshing your basic skills and soft skills.

Ticket number	(CRN)
WPS911.920	(30579)
Class Fee:.....	\$79



CHILDBIRTH EDUCATION...

because babies don't come with instructions.

Location: Rush-Copley Heart Institute

Registration: rushcopley.com/childbirtheducation or 1-866-426-7539

Cost: \$95/couple
\$75/couple for the refresher course

2017 Dates:

April

Refresher: Saturday, April 8, 8:30am-4:30pm

May

Refresher: Saturday, May 13, 8:30am-4:30pm

June

Thursdays, June 22, 29, & July 16, 6:30-9:30pm

July

Refresher: Saturday, July 29, 8:30am - 4:30pm

August

Saturday, August 12, 8:30am - 4:30pm
Refresher: Saturday, August 12, 8:30am-2:30pm

September

Refresher: Saturday, September 11, 8:30am-4:30pm

October

Thursdays, October 12,19 & 26; 6:30-9:30 p.m.

November

Saturday, November 11, 8:30 a.m. - 4:30 p.m.
Refresher: Saturday, November 11, 8:30am-2:30pm

December

Saturday, December 9, 8:30 a.m. - 4:30 p.m.
Refresher: Saturday, December 9, 8:30am-2:30pm

Phlebotomy Simplified for Healthcare Practitioners

Designed as an overview of phlebotomy for current healthcare practitioners, this 20-hour course provides a practice-oriented approach to blood collection procedures for use in diverse settings, including hospitals, ambulatory clinics, home health care, and pediatric clinics. The class provides all the entry-level competencies healthcare practitioners need, including communication, clinical, technical, and safety skills, as well as hands-on experience completing blood draws. Participants are required to pass a written and practical exam to receive a certificate of completion. Prereq: Healthcare license or equivalent workplace experience. Fee includes: textbook and supplies.

CLASS FEE: \$349 * LAB FEE: \$25 * MAJOR CODE: VS15

PCT001.600 (30598) 5:30pm- 9:30pm Th FOXVLY217 Kemper
Meets between: June 29-July 27

CNA Instructor: Train the Trainer

Certified Nurse Assistants are in high demand and need training. This five day, state-approved course is designed to train Registered Nurses to become Certified Nurse Assistant Instructors. This course includes the lecture on Alzheimer's disease and the Evaluator Workshop. Successful completion will qualify RN's to develop and teach the basic CNA training program. Effective July 14, 2016, participants must meet the qualifications outlined in the June 2013 Illinois Administrative Code Title 77, Section 395.160 Instructor Requirements AND found in Code of Federal Regulations, Title 42 Section 483.152 (a)(5)(i & ii). Qualifications must be screened before participant registration; email wfd@waubonsee.edu or call (630) 906-4152 to obtain a Candidate Application and Registration form. Participants will be required to purchase and bring to class: Teaching Strategies for Nurse Educators, 3rd Edition by Sandra DeYoung and a dual-head stethoscope. Both are available in the Waubonsee Bookstore. Fee includes: materials.

CLASS FEE: \$599

NUR950.001 (30804)	DWNTN346	Wingate
<i>Meets: May 22-26</i>		
NUR950.002 (30805)	DWNTN346	Wingate
<i>Meets: August 7-11</i>		

EKG Technician Program



This comprehensive 50-hour program prepares you to function as an EKG Technician and to take the ASPT Electrocardiograph (EKG) Technician exam and other National Certification Exams. Topics include: anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. Note: A separate fee must be paid directly to ASPT if you choose to take the ASPT exam. Fee includes: all class materials. CLASS FEE: \$999

PCT915.600 (30570) 6:00pm- 9:00pm MW FOXVLY217 Staff
Class will not meet on July 3 and July 5.
Meets between: June 5-Aug. 9
Note: ASPT exam will be administered August 9, 2017.

Dental Assistant Program

WIOA This 60-hour program prepares you for entry level positions in pre-clinical dental assisting. This course covers both the administrative aspects including: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines; and the clinical aspects including: introduction to oral anatomy; dental operator; dental equipment; tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; dental anesthesia; and sterilization. Fee includes: all class materials. Note: An optional clinical externship is available for those who successfully complete this course.

CLASS FEE: \$1,200

PCT916.600 (30569) 6:00pm-9:30pm TTh DWNTN257 Staff

Class will not meet on July 4.

Meets between: June 1-Aug. 3

Pharmacy Technician Program

WIOA This 50-hour course will prepare you to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement. The program includes a graded final exam to help prepare you for the PTCB exam. Students should have taken math and science in high school. A high school diploma or GED is required to sit for the PTCB exam.

Note: An optional clinical externship is available for those who successfully complete this course. Fee includes: All materials.

CLASS FEE: \$1,299

PCT918.600 (30568) 6:00pm-9:30pm TTh APC158 Dang

Class will not meet on July 4 and July 6.

Meets between: June 6-Aug. 1

Optician Certification Training Program

WIOA Gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve American Board of Opticianry (ABO) certification - a certification that's required by many states and is a stepping stone to career advancement. Master the mathematical formulas used, discover how to read prescriptions for lenses, explore basics of eyewear styles and materials, become familiar with the optical equipment, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases in this online 150-hour program. Note: Visit: www.abo-ncl.org for certification details. Log in instructions will be provided by email from Workforce Development after registration.

CLASS FEE: \$1,895

PCT922.920 (30587) TBA ONLINE Staff

Enroll between: May 15-Aug. 4

Note: Contact Workforce Development to register for this program; (630) 906-4152.

Certified Personal Trainer (Voucher Included)

Turn your love of fitness into a paycheck. The fitness industry is growing and in need of certified personal trainers. Our new nationally-recognized personal trainer certification, provided in partnership with W.I.T.S., includes an optional, 30-hour internship that can walk you into jobs and provide you Level 2 certification at no additional cost. In addition to 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment, this course includes 15 hours of hands-on practice, in a fitness center, assessing clients, programming, performing proper exercises, presenting, and more. You will be prepared to pass the exam and start your new career in a few short weeks. Up to 60 hours continuing education credit for American Occupational Therapy Association (AOTA) and the International Association of Education and Training (IACET) and up to 15 hours continuing education credit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB). Fee Includes: Student workbook, access to online study tools, and one exam voucher.

CLASS FEE: \$699

HED900.800 (30802) 12:30pm-3:30pm Sa Anytime Fitness Staff

Meets between: July 8-Aug. 12

Note: Class will meet from 8:30am - 11:30am at the Fox Valley campus and from 12:30pm - 3:30pm at Anytime Fitness.

Participants need to purchase the Fitness Professional's Handbook, Seventh Edition With Web Resource (hardcopy ISBN-13: 9781492523376, eBook ISBN-13: 9781492535935). Books can be purchased at any book retailer or www.witseducation.com.

HEALTH: THERAPEUTIC RIDING INSTRUCTOR

Career Exploration for Therapeutic Riding Instruction

Looking for a profession which combines your interests in animals with a desire to serve people? This class is a brief introduction to the many benefits which therapeutic horseback riding and equine-assisted activities offer to those with physical, emotional, or mental disabilities. The process for gaining certification as a Therapeutic Riding Instructor will be explored. An opportunity to visit a therapeutic riding center at a later date will be offered to class participants.

CLASS FEE: \$29

HCP934.001 (30782) 8:00am-9:30am W PLAN0209 Mason

Meets on: June 21

HCP934.002 (30784) 8:00am-9:30am W PLAN0209 Mason

Meets on: July 19

For **customized** or **on-site** delivery of these topics, contact Workforce Development at (630) 906-4152.

HEALTH: CPR/AED AND FIRST AID

The American Heart Association promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the AHA. CPR questions? Email cpr@waubonsee.edu.

Heartsaver First Aid With Adult/Child CPR AED

The CDC reports more than 30 million emergency room visits due to unintentional injury annually, and according to the Occupational Safety and Health Administration (OSHA), nearly 80 percent of sudden cardiac arrests occur outside the hospital. A quick and effective response can drastically impact the outcome for the victim. Ideal for parents, grandparents, child care providers, teachers, coaches, and non-medical first responders, our Heartsaver First Aid CPR AED Course teaches you the critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. In this course, you practice how to perform CPR and use an AED, as well as how to treat bleeding, sprains, broken bones, shock, allergic reaction and other first aid emergencies. Successful completion of hands-on skills testing is required for certification. Note: Meets DCFS requirements for child care providers. Does NOT meet the requirements for healthcare professionals or healthcare students. Fee includes: Student Manual and materials.

CLASS FEE: \$99 * MAJOR CODE: VS15

AHA006.800 (30618) 8:00am- 4:30pm Sa DWNTN346 Lira
Meets on: May 27

AHA006.801 (30622) 8:00am- 4:30pm Sa DWNTN346 Lira
Meets on: June 24

AHA006.802 (30626) 8:00am- 4:30pm Sa DWNTN346 Salvador
Meets on: July 29



Is your work environment as safe as it could be?
Attend OSHA SAFETY DAY at Waubonsee Community
College, Sugar Grove Campus.

Save the Date: March 14, 2018



SMALL BUSINESS CLASSES TO FIT YOUR BUSY SCHEDULE

Ed2go ONLINE classes are perfect for small business owners with no time to spare. Each class offers 12 lessons with in-depth, practical information that you can put to use immediately.

Creating a Successful Business Plan

You know what they say; "If you fail to plan, plan to fail." Get your business started right with a solid business plan. This class includes downloadable business planning tools.

Using Social Media in Business

Best practices for using Facebook, Twitter, LinkedIn, Pinterest and Google+ to promote your business.

Marketing Your Business on the Internet

Understand how to use online advertising, email marketing, social media and search engine optimization (SEO).

Introduction to Google Analytics

Learn how to make the most of your online traffic by understanding how Google Analytics and Google AdWords work.

Accounting Fundamentals

A great class for anyone in charge of the business books, but without a finance background. Understand where your business stands financially so you can grow it by the numbers.

Try these and many other topics for just \$109 per course. View class syllabus, instructor bio, student reviews and a demo at: www.ed2go.com/waubonsee.



Heartsaver CPR/AED for Adults, Children, and Infants

According to the Occupational Safety and Health Administration (OSHA), nearly 80 percent of sudden cardiac arrests occur outside the hospital. Bystander CPR increases a victim's chance of survival. Through our Heartsaver CPR AED Course, taught by seasoned instructors with real-life experience, you gain the confidence and skills to respond. Using the American Heart Association's research-proven Practice-While-Watching (PWW) technique allows instructors to provide feedback while participants gain hands-on experience performing CPR and working with an AED. Successful completion of hands-on skills testing is required for certification. Note: Meets DCFS requirements for child care providers. Does NOT meet the requirements for healthcare professionals or healthcare students. Fee Includes: Student Manual and materials. CLASS FEE: \$59

AHA902.800 (30620)	12:30pm- 4:30pm	Sa	DWNTN346	Lira
<i>Meets on: May 27</i>				
AHA902.600 (30621)	5:30pm- 9:30pm	T	FOXVLY217	Baum
<i>Meets on: June 13</i>				
AHA902.801 (30624)	12:30pm- 4:30pm	Sa	DWNTN346	Lira
<i>Meets on: June 24</i>				
AHA902.601 (30625)	5:30pm- 9:30pm	W	APC158	Staff
<i>Meets on: July 12</i>				
AHA902.802 (30628)	12:30pm- 4:30pm	Sa	DWNTN346	Salvador
<i>Meets on: July 29</i>				
AHA902.001 (30642)	8:00am- 12:00pm	Th	DWNTN346	Salvador
<i>Meets on: Aug. 3</i>				

Heartsaver First Aid

The CDC reports more than 30 million emergency room visits due to unintentional injury annually. A quick and effective response can drastically impact the outcome for the victim. Our Heartsaver First Aid Course teaches you the critical skills needed to respond to and manage an emergency in the first few minutes until emergency medical services (EMS) arrives. In this course, you learn how to treat bleeding, sprains, broken bones, shock, allergic reaction and other first aid emergencies. Successful completion of hands-on skills testing is required for certification. Note: Meets DCFS requirements for child care providers. Fee Includes: Student Manual and materials. CLASS FEE: \$59

AHA916.800 (30619)	8:00am- 12:00pm	Sa	DWNTN346	Lira
<i>Meets on: May 27</i>				
AHA916.801 (30623)	8:00am- 12:00pm	Sa	DWNTN346	Lira
<i>Meets on: June 24</i>				
AHA916.802 (30627)	8:00am- 12:00pm	Sa	DWNTN346	Salvador
<i>Meets on: July 29</i>				

BLS Provider CPR (Initial Certification & Renewal)

High-quality CPR is the foundation of lifesaving resuscitation for cardiac arrest victims. Whether you're certifying for the first time or renewing, this nationally-recognized American Heart Association course provides you confidence-building skills from instructors who can provide real-life experience. You will learn both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. Plus, you will participate in simulated clinical scenarios and learning stations. Successful completion of hands-on skills testing and a written examination are required for certification.

CLASS FEE: \$79 Fee includes: Student manual and materials.

AHA920.800 (30629)			8:00am- 12:00pm	Sa
DWNTN346	Ries			
<i>Meets on: May 13</i>				
AHA920.801 (30630)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: May 13</i>				
AHA920.600 (30631)	5:30pm- 9:30pm	T	FOXVLY217	Salvador
<i>Meets on: May 16</i>				
AHA920.601 (30632)	5:30pm- 9:30pm	W	FOXVLY217	Salvador
<i>Meets on: May 31</i>				
AHA920.802 (30633)	8:00am- 12:00pm	Sa	DWNTN346	Ries
<i>Meets on: June 10</i>				
AHA920.803 (30634)	12:30pm- 4:30pm	Sa	DWNTN346	Ries
<i>Meets on: June 10</i>				
AHA920.602 (30635)	5:30pm- 9:30pm	Th	FOXVLY217	McCormack
<i>Meets on: June 15</i>				
AHA920.603 (30636)	5:30pm- 9:30pm	T	FOXVLY217	McCormack
<i>Meets on: June 27</i>				
AHA920.604 (30637)	5:30pm- 9:30pm	T	FOXVLY217	McCormack
<i>Meets on: July 11</i>				
AHA920.804 (30638)	8:00am- 12:00pm	Sa	DWNTN346	Lira
<i>Meets on: July 15</i>				
AHA920.805 (30639)	12:30pm- 4:30pm	Sa	DWNTN346	Lira
<i>Meets on: July 15</i>				
AHA920.605 (30640)	5:30pm- 9:30pm	W	APC158	Salvador
<i>Meets on: July 26</i>				
AHA920.606 (30641)	5:30pm- 9:30pm	Th	FOXVLY217	Baum
<i>Meets on: Aug. 10</i>				

HUMAN RESOURCES

Let Workforce Development help you get the SHRM professional development credits (PDC's) you need. See the inside cover of this schedule for details.



Human Resources Professional Program

Master all the skills you need to gain an entry-level position in human resources and prepare yourself to take the Professional in Human Resources (PHR) certification exam. Be eligible to participate in an optional internship or externship that will help you gain immediate experience in the HR field. Lessons in this 120-hour program explore everything from the basics of HR to specific areas such as planning and strategy, human resource laws, hiring disciplines, and labor relations. Note: Refer to the PHR exam eligibility requirements at www.hrci.org. Log in instructions will be provided by email from Workforce Development after registration.

CLASS FEE: \$1,795

HMR915.920 (30585)	TBA	ONLINE	Staff
<i>Enroll between: May 15-Aug. 4</i>			
Note: Contact Workforce Development to register for this program; (630) 906-4152.			

MANUFACTURING: CAD/CAM

CAM Programming for the Lathe

This is a study of the Computer Aided Manufacturing (CAM) methodologies used by industry to aid CNC programming for lathe. Fee includes: All materials and supplies.
 CLASS FEE: \$550

MFG912.820 (30643) 8:30am- 1:30pm Sa AKL107 Ruetsche
 Meets between: June 3-June 24

CAM Programming for the Mill

This is a study of the Computer Aided Manufacturing (CAM) methodologies used by the industry to aid CNC programming for the mill and mill turn applications. Fee Includes: All materials and supplies.
 CLASS FEE: \$550

MFG911.820 (30645) 8:30am- 1:30pm Sa AKL107 Ruetsche
 Meets between: July 8-July 29



CUSTOM TRAINING

- 10,000 Baby Boomers retire every day on average
- 60% of millennials leave their company in less than 3 years
- 18% of employees are looking for new jobs in the next 3 months
- 60% of millennials consider career growth opportunities the most attractive job perk
- 31% of employers say they've found filling positions difficult because of a shortage of talent

What's your company's strategy? Let us help!

Talk to our Account Representatives today.

Email WFD@waubonsee.edu or call: (630) 906-4152.



PROFESSIONAL DEVELOPMENT

- In fewer than 10 years, 46% of the working population will be Millennials
- Only 57% of employees feel they have the training they need to succeed
- 60% of future jobs will require training that only 20% of current workforce possesses

What's your next move? Let us help!

View our courses at Waubonsee.edu/register or call: (630) 906-4152

MAINTENANCE

Shop Math

This course covers basic math concepts used in manufacturing. Content includes the four basic math operations involving whole numbers, decimals and fractions. The course then moves on to geometry, algebra and formulas for problem solving. The course will conclude by explaining properties of triangles and trig and inverse trig functions. Fee includes: all materials.

CLASS FEE: \$355


MNT926.600 (30644) 6:00pm- 9:00pm TTh DWNTN257 Ruetsche
 Meets between: May 16-May 30



Online career training programs are available for many in-demand **occupations.**

Prepare for an industry-recognized credential **today!**

BUSINESS AND PROFESSIONAL

Freight Broker Agent
 Human Resources Professional 
 Legal Secretary
 Paralegal
 Payroll Practice and Management


MANAGEMENT

Lean Mastery
 Six Sigma Black Belt
 Six Sigma Green Belt
 Project Management with PMP Prep
 Purchasing & Supply Chain Mgmt.


SOFTWARE DEVELOPMENT

3ds max
 AutoCAD and AutoCAD 3D
 Mobile Web Developer
 Microsoft Web Developer
 Web Applications Developer

HEALTH CARE

Optician Certification 
 Clinical Dental Assistant
 Nutrition for Optimal Health
 Personal Fitness Trainer
 Physical Therapy Aide

IT CERTIFICATION PREPARATION

Cisco CCNA Training 
 CompTIA A+
 CompTIA Healthcare IT Tech
 CompTIA Adv. Security Practitioner
 Information Security Training

DIGITAL MARKETING

Email Marketing Associate
 Mobile Marketing Associate
 Paid Search Professional
 Social Media Associate
 Web Analytics Associate

Program Benefits:

- Learn in-demand job skills and prepare for industry recognized credentials.
- The facilitator assigned to you in the online program is available to use as a professional reference upon program completion.
- Many programs now include test vouchers for certification exams.
- Start anytime and set your own pace.
- Payment plans are available.

ENROLL TODAY!

To learn more and to register, visit
<http://careertraining.ed2go.com/waubonsee>
 or call (855) 520-6806



The Career Development Center at Waubonsee can help empower you as you conduct your job search. Inquire today to review the many helpful resources and services. Phone: (630) 466-7900, ext. 2368, Email: careerdevelopment@waubonsee.edu



ONLINE OPTIONS FROM ACT WORKKEYS PREPARE YOU FOR THE NATIONAL CAREER READINESS CERTIFICATE (NCRC)

- Internet-based instruction
- Self-paced lessons
- Enroll anytime between May 15 and Aug 4
- Login details will be administered by Workforce Development
- Prereq: Access to an Internet browser
- Visit: www.act.org/certificate/about.html for more information about the NCRC

KEY TRAIN

Need to learn, practice and demonstrate the skills needed to succeed in your desired career? Improve your basic skills measured by the WorkKeys® assessments.

Units included:

- Introduction to KeyTrain
- Applied Mathematics
- Reading for Information
- Location Information
- Writing

Practice problems are similar to those on an actual WorkKeys assessment. Each area includes a pre-test and post-test.

Ticket number	(CRN)
WPS910.920	(30578)
Class Fee:.....	\$19

CAREER READY 101

Increase your chances for on-the-job success by grasping the essential soft skills used in today's workplace!

Courses included in this series:

- Interpersonal and Business Communication
- Problem Solving and Critical Thinking
- Working Productively in a Team
- Assisting Customers Effectively
- Developing Good Work Habits
- Workplace Discipline

Supports the NCRC Plus, building skills relevant to the ACT WorkKeys® Talent Assessment's indicators for teamwork, customer service, workplace discipline, and managerial potential.

Ticket number	(CRN)
WPS912.920	(30580)
Class Fee:.....	\$60

KEY TRAIN + CAREER READY 101

Improve both skill sets in the bundled option for refreshing your basic skills and soft skills.

Ticket number	(CRN)
WPS911.920	(30579)
Class Fee:.....	\$79



Subject Matter Experts

Are you a professional using a highly developed skill set?

Are you a natural leader?

Workforce Development offers non-credit and custom training courses for career and professional development. These courses are delivered by subject matter practitioners experienced in the topic area.

Our subject matter experts deliver instruction through practical application and classroom instruction.

Workforce Development is looking to add to our list of subject matter experts in the areas of:

- Database Software
- Electrical Maintenance
- Healthcare
- Hydraulics
- Lean, Six Sigma
- Lubrication
- Mechanical Maintenance
- OSHA Safety
- Pneumatics
- Shop Math
- Time Management, Communications and Leadership

If you are bilingual in any of these topic areas, we would like to talk to you.

For more information on becoming a WFD instructor in any of the topics mentioned, contact the Workforce Training Manager at (630) 906-4152.

WELDING

Individuals desiring information on Welding courses should refer to the Credit Course Schedule or visit www.waubonsee.edu.

Companies interested in Welding training should call (630) 906-4152. This training can be customized for your business.

Gain the Confidence Needed to Respond

Sudden cardiac arrest can happen to anyone at any time. You can gain the confidence and skills to respond to these emergencies through our Heartsaver CPR Course. We provide high-quality, clean equipment to practice on and experienced instructors. When life is at stake, don't settle for less. Check out our class dates on pages 38-39.



PROFESSIONAL GROWTH

See the online options from ACT WorkKeys to prepare you for the National Readiness Career Certification on page 35.

Workplace Success Concepts: A Single Course Option

Success in the workplace requires specific skills. Do you need to develop a skill in order to be more successful on the job? Are you new to the workforce, and need to acquire an essential skill for success? Pick and choose a work-related skill you would like to sharpen. Course options include: Communication and Collaboration, Creativity and Innovation, Critical Thinking and Problem Solving, Financial Literacy, Flexibility and Adaptability, Initiative and Self-Direction, Leadership and Responsibility, Productivity and Accountability, and Social and Cross-Cultural Skills. Each of these options provides a 13-hour class delivered in an online, self-paced format. Prereq: Internet access, email address. Fee includes: materials. Note: Log in instructions will be provided by email from Workforce Development after registration. CLASS FEE: \$49

WPS993.920 (30581) TBA

ONLINE

Staff

Enroll between: May 15-Aug. 4



NEW MANUFACTURING CLASSES

Update your skills by taking one of our three new manufacturing classes this summer:

- CAM Programming for the Lathe
- CAM Programming for the Mill
- Shop Math

Register today and set yourself apart from the crowd. Space is limited. See page 40.

Talk to our Account Representatives today. Email WFD@waubonsee.edu or call: (630) 906-4152.

WORKFORCE DEVELOPMENT



LEARN:

*acquire knowledge,
skills and behaviors*

APPLY:

*put learning to work
on the job*



PERFORM:

*show improved
performance*



Registration Information and Payment Policies

EARLY REGISTRATION IS ADVISED because many classes fill rapidly. Also, early registration can help avoid class cancellation because of lack of enrollment.

NOTE: Unpaid fees will prevent registration for additional courses.

REMINDER! ABOUT PAYMENT POLICY

- Full or partial payment is due at the time of registration.
- More payment options—the sooner you register, the smaller your payments!

Payment options:

- Full Payment—Tuition and fees totaling less than \$200 require full payment.
- Partial Payment—Pay the required first installment and the remaining balance in monthly payments. (A \$25 nonrefundable service fee is charged for selecting this option; it's automatic when you make the first payment.) The sooner you register, the more time to pay!
- Employer Payments—If your employer is paying your tuition and fees, and should be billed directly, a letter from your company, including the contact name and company address (on company letterhead), is required at the time of registration.

Questions? Call or visit the Bursar Office, second floor of the Student Center, (630) 466-7900, ext. 5705.

Additional Fees

- Insufficient funds charge: \$25.00
- Late payment fee: \$20.00

HOW TO READ THE CLASS SCHEDULE

Name of course	Course description	Cost
Windows Level 1	This class is the place to start when learning computer software. Students are introduced to the following Windows features: desktop elements; shortcut menus; minimizing and moving windows, scrollbars, menus, toolbars and dialog boxes; working with multiple windows; managing files-move, copy, delete, rename, find: plus folder creation. Prereq: Basic familiarity with computers. CLASS FEE: \$185 • MAJOR CODE: VS25	
ENG101.001 (#30350)	8:00am-10:45am MW BDE211 Staff	
Meets between: Sept. 16-Sept. 23		

Ticket number
 .001 = day class
 .600 = night class
 .800 = weekend class
 .920 = online course

Section Number
 .001 = day class
 .600 = night class
 .800 = weekend class
 .920 = online course

Course Reference Number (CRN)
 (#30350)

Class time
 8:00am-10:45am

Major code
 MW

Meeting day(s)
 BDE211

Building and room number or off-campus location
 Staff

HOW TO PAY:

- Online payment system at www.waubonsee.edu or at mywcc.waubonsee.edu (credit card or electronic check)
- In person at the Sugar Grove, Aurora Downtown, Aurora Fox Valley or Plano campuses
- Fax payment information to (630) 466-6637
- Mail to: Bursar Office
Waubonsee Community College
Route 47 at Waubonsee Dr.
Sugar Grove, IL 60554-9454

What if I Don't Pay? Waubonsee Community College cancels your registration if you do not select a payment option at the time of registration. Please note that payment is required even during college holidays and breaks. Enrollment will not be canceled if any payment has been received for the semester.

Refund Policy Full refund of tuition and fees is granted if the college cancels a course. Course fees will be refunded if a student withdraws at least four calendar days prior to the course start date. Course fee refunds for all online courses and Community Education activities, such as Trips and Tours, may have a different policy (please see the activity descriptions for details or contact (630) 466-7900, ext. 2360).

Disclaimer Workforce Development or Community Education offerings generally are not approved for college credit, but they may appear on the student's transcript. For more information contact Registration and Records (630) 466-7900, ext. 2370.

Four Easy Ways to Register

By mail:



Waubonsee Community College
Registration and Records
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554-9454



Online:
24 hours a day,
seven days a week mywcc.waubonsee.edu
For returning students only.



By fax:
(630) 466-4964
Direct line, 24 hours a day



Walk in:
—Sugar Grove Campus
—Aurora Downtown Campus
—Aurora Fox Valley Campus
—Plano Campus



Need help?
Need more information?
Call Community Education
at (630) 466-2360
or Workforce Development
at (630) 906-4152.

F.Y.I.

When you need books

Many classes do not require textbooks, but some of the programs call for the use of materials needed at the first meeting. This information is provided in the class listing. Books can be purchased at the Waubonsee bookstores.

When there aren't enough of you

We cannot guarantee that all activities listed in this schedule will be available when you register. We reserve the right to cancel activities if there is insufficient enrollment. If your activity is canceled, you may select another activity or receive a refund. An attempt will be made to notify you by phone or mail when it is necessary to cancel an activity. For students wishing to drop a class(es), please refer to the refund policy.

When you need something special

To find out about interpreting services for the hearing impaired, call (630) 466-2928 (TDD/FAX). For disability accommodation, call (630) 466-7900, ext. 2564, approximately one month before the start of class.

Visit us on the Internet

Check out Waubonsee's programs and services at www.waubonsee.edu.

When the weather is bad

Should the college close due to weather or emergency, information regarding the closing will be communicated through the following methods:

- **Waubonsee Alert System (text, email and voice)**
- **The college's website: www.waubonsee.edu**
- **The college's portal: mywcc (view Announcements)**
- **The Emergency Closing Center: www.emergencyclosings.com**
- **Auto Attendant (phone)**
- **Local TV and radio stations**

Information in the closing message will include:

- Indication of cancellation of day and/or evening classes
- Campus or class locations that may be affected (i.e. Sugar Grove Campus, Aurora Downtown Campus, Plano Campus, Aurora Fox Valley Campus, other extension sites)
- **Daytime closings will be posted by 5 a.m.**
- **Evening closings will be posted by 3:30 p.m.**

Sugar Grove Campus: During snow season, please park as orderly as possible. Call Campus Police (ext. 2931) or the College Information Center (ext. 0) if your car will be on campus overnight. Due to insurance restrictions, the college will no longer be able to assist in jump-starting vehicles. Jumper cables will be available.

WHERE CLASSES MEET

Waubonsee Community College, Sugar Grove Campus,
Route 47 at Waubonsee Drive, Sugar Grove

A	Building A
AB	Auto Body
AKL	Akerlow Hall
APC	Academic and Professional Center
AUD	Auditorium
BDE	Bodie Hall
CER	Ceramics
COL	Collins Hall
DKN	Dickson Center
ERK	Erickson Hall (Gymnasium)
FLD	Field House
HCC	Henning Academic Computing Center
OBS	Observatory
OPS	Campus Operations
SCI	Science Building
STC	Student Center
VON	Von Ohlen Hall
WGL	Weigel Hall

DLNR	Delnor Community Hospital 300 Randall Rd. Geneva, IL 60134
DWNTN	Waubonsee Community College, Aurora Downtown Campus, 18 S. River Street, Aurora
EAHS	East Aurora High School 500 Tomcat Lane Aurora, IL 60505
FOXVLY	Waubonsee Community College, Aurora Fox Valley Campus, 2060 Ogden Ave., Aurora (<i>New name of the former Copley Campus</i>)
HBLB	Hobby Lobby, 2402 U.S. Hwy. 34, Oswego
HUNT	Huntoon Stables, 507 Oak St., North Aurora
PLANO	Waubonsee Community College, Plano Campus, 100 Waubonsee Drive, Plano
YMPL	Fox Valley YMCA, Plano 3875 Eldamain Rd. Plano, IL 60545

Registration Form

Community Education/ Workforce Development



WAUBONSEE
COMMUNITY COLLEGE

Mail to: Registration and Records
Waubonsee Community College
Route 47 at Waubonsee Dr.
Sugar Grove, IL 60554-9454
Fax: (630) 466-4964

Please print in black ink. Use this form if you are registering for noncredit courses only. Students interested in disability accommodations should contact the Access Center for Students with Disabilities at (630) 466-7900, ext. 2564.

Section I Student ID (if known) X _____

Social Security # _____ - _____ - _____ Gender: Male Female U.S. Citizen: Yes No
(New students only)

Legal Name _____ Date of Birth: ____/____/____
Last First Middle Initial Month Day Year

Permanent Address: _____
Street Address Apt./Unit No. City State Zip County

Telephone : _____
Home (Primary Contact) Cell (Primary Contact) Work (Primary Contact)

Email Address: _____ Have you attended WCC before? Yes No

If you are not a resident of WCC District #516, in which a community college district do you reside? _____

Section II

This information is requested solely to comply with federal and state laws. Your response will not affect consideration of your application or registration.

Are you Hispanic or Latino? Yes No

Check one or more of the following race/ethnicity groups.

- American Indian/ Alaska Native (5)
- Asian (4)
- Black or African American (2)
- Hispanic (3)
- Native Hawaiian or Other Pacific Islander (9)
- White (1)

Please indicate your primary race/ethnicity using the number from the list above _____

Are you in the United States on a Visa – Nonresident Alien? Yes No

If yes, what is your home country of origin? _____

Section III

Major code (choose from list below): _____

- | | | | |
|-------------------------------|------|--------------------------------|------|
| Personal Development | ND50 | Improve Family Circumstances | ND65 |
| Community/Civic Development | ND55 | Health, Safety and Environment | ND70 |
| Intellectual/Cultural Studies | ND60 | Homemaking | ND75 |

Highest Degree Earned (choose from list below): _____

- | | | | |
|-----|-----------------------------|-----|-------------------------------|
| GED | Completed GED | MD | Completed Master's Degree |
| HS | Completed High School | PD | Completed Professional Degree |
| CRT | Completed Certificate | PHD | Completed Doctoral Degree |
| AD | Completed Associate Degree | OTH | Other |
| BD | Completed Bachelor's Degree | ND | No Degree Earned |

Why are you enrolling at Waubonsee? (choose one) _____

- Course work for transfer to a four-year college.
- Improve skills needed in present job or to change jobs.
- Prepare for a future job/career.
- Perfect or review basic educational or vocational skills.
- Personal interest or self-development.

Ticket No.	Course Ref. # (CRN)	Course Name	Write in time of class							Bldg. & Room	Fees
			Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.		

I certify that the above information is complete and correct.



Students Signature _____

Date _____

NOTE: Full or partial payment is due at the time of registration.

- Cash
- Check or money order (payable to Waubonsee Community College) - check # _____

Account number Expires Month Year

Authorized charge card signature

Financial Code	Course Fee	
	Other	
1. _____	Total Fees	
2. _____	Amount received	

All information provided to Waubonsee Community College will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. (Public Law 93-380) Waubonsee does not discriminate based on any characteristic protected by law in its programs and activities. To help protect your privacy, please do not email any forms containing confidential information. Waubonsee will not process any registration form received via email.

Adult Basic Education (ABE) Adult Secondary Education (ASE)

The ABE/ASE program provides the adult student with an opportunity to develop basic vocabulary, reading, writing and math skills along with preparation necessary to complete the Adult Secondary Education (ASE) Exam. Adults find this useful for employment, entry into job training, promotion, admission to college or for personal satisfaction. Assessment of skills for placement

is conducted before entering class. There is NO tuition charge for these classes. ASE classes are also available in Spanish. **Further information about ABE/ASE is available by contacting the program office, (630) 801-7900, ext. 4600.**

Aurora Downtown Campus

18. S. River Street

Monday/Wednesday.....9 a.m.-12:30 p.m.
6-9:30 p.m.

Tuesday/Thursday9 a.m.-12:30 p.m.
6-9:30 p.m.

English as a Second Language (ESL)

The ESL program provides non-native adults an opportunity to develop English speaking, listening, reading and writing skills. There is NO tuition charge for these classes. Assessment of language skills is required *before* entering class.

Further information is available by contacting the program office, (630) 801-7900, ext. 4600.

Aurora Downtown Campus

18. S. River St.

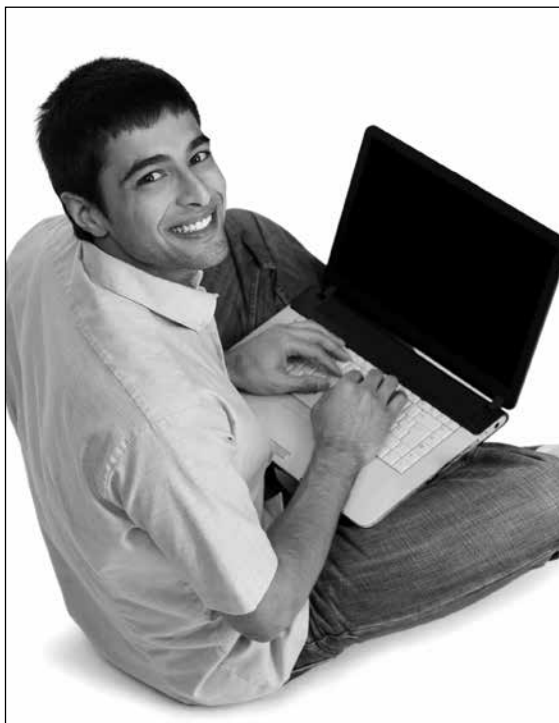
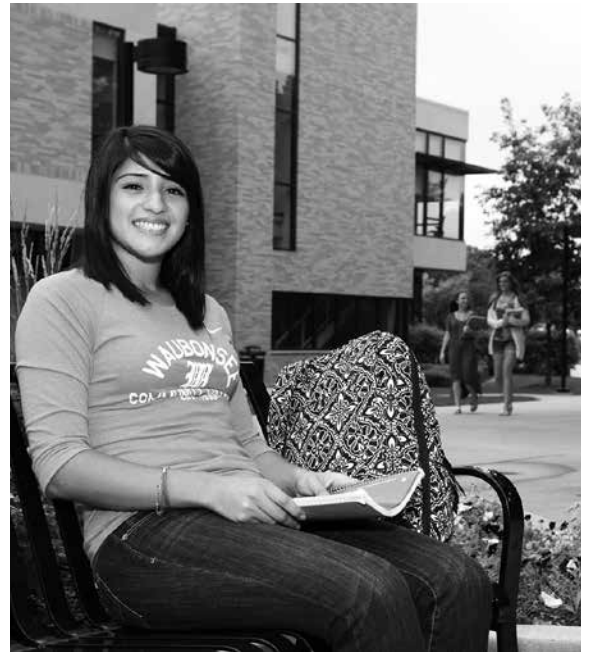
Monday/Wednesday.....9 a.m.-12:30 p.m.
6-9:30 p.m.

Tuesday/Thursday9 a.m.-12:30 p.m.
6-9:30 p.m.

Plano Campus

100 Waubonsee Drive

Tuesday/Thursday9 a.m.-12:30 p.m.
6-9:30 p.m.



Adult Education Computer Center (AECC)

The AECC provides ABE/GED, and ESL students with computer-aided instruction, and is located at the Aurora Downtown Campus, Room 454. Students work with AECC instructional aides to enhance the skills they are learning in class. Registration can be done during the first visit, and the AECC is open entry. Computer skills are not necessary. **For more information contact the center at (630) 801-7900, ext. 4600.**

Interested in volunteering as an Adult Literacy tutor? Call (630) 801-7900, ext. 4106.

**Adult Education Computer Center, Aurora Downtown Campus, Room 454
18 S. River St.**

Computer Lab Hours:

Monday through Thursday.....8:30 a.m.-2:30 p.m.
3-9:30 p.m.



Attention:
**HUMAN
RESOURCE
PROFESSIONALS**

***WAUBONSEE COMMUNITY COLLEGE IS PROUD
TO BE A SHRM RECERTIFICATION PROVIDER!***

Waubonsee Community College is recognized by the Society for Human Resource Management (SHRM) to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP.

All SHRM-CPSM and SHRM-SCPSM Credential Holders must earn 60 professional development credits (PDCs) within a 3-year recertification period that ends on the last day of the credential holder's birth month.

Let Waubonsee Community College help you get the needed PDCs (earn 1.5 PDCs for each workshop):

- How to Deliver Feedback: May 10
- Budgeting for Human Resources: June 14
- What's New with Performance Reviews: August 9
- Ethics & Accountability: October 11
- Gain Creditability and Motivate Others: November 8

Sign up for the Series and Save:

- \$55 per workshop
- \$209 if you register for June, August, October and November as part of a package

For more information or to register, go to
www.waubonsee.com

Workforce Development; Train for a Competitive Edge

FOR MORE INFORMATION

Career and professional development for individuals
(630) 906-4152, wfd@waubonsee.edu

Business solutions and training for organizations
(630) 906-4152, training@waubonsee.edu

Enrichment Camps for ages 4-14 | June 5 – July 28, 2017

XCELERATE your summer!



Play the
Ukulele



Create
an **APP!**



Be a **MINECRAFT**
designer

ACT UP IN
Theatre Camp

Learn
to **CODE**

And MANY MORE new and returning camps!

Xcelerate summer enrichment camps are developed and managed by the staff and instructors of the Community Education Department at Waubonsee Community College and select partners including Huntoon Stables, Black Rocket and the Fox Country Players.

- Fun, interactive, hands-on learning in all camps
- Dedicated and knowledgeable instructors and aides
- Morning and afternoon camps
- **Free Xcelerate t-shirt for each camper!**

Find details at www.waubonsee.edu/Xcelerate Camps fill up fast and some have an early registration requirement – don't delay!

Questions? Call Community Education at (630) 466-2360.



WAUBONSEE
COMMUNITY COLLEGE